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TWENTIETH AIR FORCE**



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Operations

CREW FORCE MANAGEMENT

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This publication supplements AFSPCI 10-1202, *Crew Force Management*, 1 August 2001 and defines specific missile operations responsibilities. It applies to all headquarters Twentieth Air Force (20 AF) and subordinate units assigned, attached or supported by the headquarters 20 AF. Users should send comments and suggested improvements on an AF Form 847, **Recommendation for Change of Publication**, through appropriate command channels, to 20 AF/DOMV, 6610 Headquarters Drive, Suite 2, F. E. Warren AFB, WY 82005. Organizations at any level may supplement this instruction; however, all supplements must be coordinated through 20 AF/DOMV and HQ/AFSPC/DOT prior to publication. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

SUMMARY OF REVISIONS

Incorporates previous guidance and clarification. Updates BMR requirements, CMR requirements, dual qualified CMR crews, crew scheduling, utilization, alert duty, relief of command, MCC work requirements, transfer of weapons custody, STU III usage, and AF Form 1067, **Modification Proposal**, completion guidelines. Due to the substantial changes incorporated into this revision, this supplement requires a review in its entirety.

1.3.5. (Added) The 20 AF operations evaluators will become Basic Mission Ready (BMR) qualified.

1.4.4. (Added) The unit operations group Chief of Standardization and Evaluation and unit Current Operations Flight commander will become Combat Mission Ready (CMR) qualified.

4.1. (Added) Units will establish an ORB process to determine the cause of any abnormal system response. An abnormal system response may include the following: hardware or software anomalies,

WSSR violations, or security deficiencies. When to convene, composition, and report format will be left to unit discretion; however, the ORB should recommend corrective action(s) and suggest improvements to prevent a reoccurrence. Unless directed by other DoD, Air Force, MAJCOM, or other agency direction, units will forward their ORB report to 20 AF/DOMV at their discretion (e.g., if higher headquarters assistance is required to solve a problem).

4.1.1. (Added) HQ 20 AF will convene an ORB when required to assist subordinate units or to solve headquarters-specific issues. The ORB will be chaired by the 20 AF/DO and will consist of (as a minimum), the 20 AF/LG and 20 AF/SE, or their designated representatives. ORB findings will be forwarded to HQ AFSPC as required.

8.6.4.1. (Added) Decertified crew members must complete the unit requalification training program and successfully complete a recurring or upgrade evaluation and certification. The applicable squadron commander or operations group commander will determine the content of the required training.

9.1.1. (Added) Crew Designators. Assign each crew a number consisting of a letter prefix and a three-digit serial number.

9.1.2. (Added) Letter Prefixes. Assign letter prefixes as follows:

9.1.2.1. (Added) “N” - indicates a non-CMR crew.

9.1.2.2. (Added) “R” - indicates a CMR crew not assigned an “E” or “S” prefix.

9.1.2.3. (Added) “E” - indicates a senior CMR crew normally assigned to the alternate command post (ACP) or squadron command post (SCP).

9.1.2.4. (Added) “S” - indicates a select CMR crew. All stan/eval and instructor crews will be designated as “select.” In addition, squadron commanders may designate flight commander crews as “select.”

9.1.3. (Added) Serial Number. Assign three-digit serial numbers as follows:

9.1.3.1. (Added) “001 through 199” in blocks to each squadron in proportion to the authorized crew strength.

9.1.3.2. (Added) “200 through 299” for instructor/evaluator crews.

9.2.1. (Added) Dual qualified CMR crews consist of two certified Missile Combat Crew Commanders (MCCCs). The individual’s commander must designate dual qualification, in writing. **[PK Only]** An MCCC must receive an MPT training observation while functioning as the Deputy Missile Combat Crew Commander (DMCCC) before assuming alert duties with another certified MCCC.

9.3.1. (Added) The OSS will publish a Missile Alert Duty Order (MADO) for each predeparture briefing. The MADO will be authenticated and distributed before the alert duty period.

9.3.1.1. (Added) Number each MADO consecutively from the start of each calendar year. List crew members scheduled to perform alert at the designated flight in the “Primary” column. For field evaluations of non-CMR Missile Combat Crew Members (MCCMs), enter the appropriate data in the “Alternate” column. Use the “Remarks” column to explain this entry.

9.3.1.2. (Added) The operations group commander or designated representative will sign the MADO as the initiating agency; the scheduling officer will sign as the dispatching agency. All individuals signing as authenticating officials must have a DD Form 577, **Signature Card**, on file at the Keys and Codes Control Center (KCCC).

9.3.1.3. (Added) The original MADO will be given to KCCC. The Operations Support Squadron (OSS) combat crew scheduling, pre-departure briefing officer, and each squadron command post will maintain a record copy.

9.3.1.4. (Added) Corrections and Substitutions. Corrections for changes or substitutions, which occur after the order is published, require a new MADO. The new MADO need only list those personnel changed or substituted.

9.3.1.4.1. (Added) Use the same order number as the original, but add an alpha character to differentiate between the original and revised versions.

9.3.1.4.2. (Added) Any two authenticating officials may sign the change. The officer making the change ensures agencies on distribution are informed of changes.

9.3.2. (Added) Priorities. Availability of resources will determine the unit's ability to meet operational requirements. When scheduling, apply the following priorities:

9.3.2.1. (Added) Priority 1: Primary mission objectives.

9.3.2.2. (Added) Priority 2: Higher Headquarters (HHQ) inspections.

9.3.2.3. (Added) Priority 3: Training and Evaluations.

9.3.2.4. (Added) Priority 4: HHQ directed missions, exercises or system training.

9.3.3. (Added) Limitations. The following scheduling limitations apply:

9.3.3.1. (Added) Do not schedule duty or training 12 hours prior to predeparture briefings. This does not preclude scheduling items of preparation immediately prior to the predeparture briefing time.

9.3.3.2. (Added) During this free time, crews should have time for meals, transportation, and the opportunity for 8 hours of uninterrupted rest.

9.3.3.3. (Added) Under unusual circumstances or to meet mission requirements, the OG/CC may place a crew on duty with a minimum of 8 hours of uninterrupted rest.

9.3.3.4. (Added) Do not schedule back-to-back alerts unless requested in writing by the MCC or MCCM. Unscheduled back-to-back alerts necessitated by unforeseen situations must be approved in writing by the OG/CC. Annotating the MADO will suffice.

9.3.3.5. (Added) Do not schedule duty or training during Combat Crew Rest and Recuperation (C²R²). C²R² period will be equal to at least 50 percent of the total alert time. Total alert time is the time between the beginning and end of alert related duties. C²R² begins when the MCC completes alert related duties after return to the support base.

9.3.4. (Added) Utilization. The following guidance applies under normal conditions. When situations exist, such as austere manning, higher states of readiness, execution of EWO, or other emergency situations, units may deviate from these limits, the minimum amount necessary, to ensure mission accomplishment.

9.3.4.1. (Added) Squadron MCCMs should perform a maximum of eight alerts per month.

9.3.4.2. (Added) Flight commanders should perform a minimum of three alerts per month.

9.3.4.3. (Added) Flight instructors should perform a maximum of four alerts per month.

9.3.4.4. (Added) OSOT and OGV MCCMs should perform a maximum of two alerts per month.

9.6.3. (Added) Pregnant crew members. In accordance with AFI 48-123, *Medical Examinations and Standards*, for routine pregnancies, crew members should be removed from alert duty after 24 weeks gestation. This standard may be modified as necessary for problem pregnancies. Pregnant crew members should continue to receive their required monthly training up to their date of delivery (as medical circumstances will allow). These crew members should become CMR as soon as possible after maternity leave is completed.

10.2.1. (Added) Annotations on the paper technical data page must be in soft erasable black or red pencil only. All markings, except VB/supplement entries, must be completely erased before manual turn-in. Authorized annotations are:

10.2.1.1. (Added) Any writing in technical data that does not obscure printed material or change the technical content or classification of the material being annotated. Changing the technical content includes, but is not limited to, adding, deleting, or supplementing T.O. checklist steps or technical information.

10.2.1.2. (Added) Underlining, which does not obscure or line out printed material.

10.2.1.3. (Added) Color highlighting on acetate that does not obscure the printed material.

10.2.2. (Added) Units are encouraged to submit an AFTO Form 22, **Technical Manual™ Change Recommendation and Reply**, if there is information crew members are annotating that does not meet the above criteria but is worthy of T.O. inclusion.

14. (Added) Alert Requirements.

14.1. (Added) Daily Alert Requirements. The crew accomplishes all activities knowing that wartime mission accomplishment is Twentieth Air Force's number one priority and ensuring personnel safety in war and peace directly supports that goal.

14.2. (Added) Alert Duty. Only complete crews composed of CMR certified personnel will perform alert at EWO configured LCCs. CMR spare MCCMs may perform alert in their appropriate crew position either as a substitute on a CMR crew or with a complete crew composed of CMR MCCMs.

14.2.1. (Added) Squadron commanders, operations officers, unit operations group Chief of Standardization and Evaluation, and unit Current Operations Flight Commander will sign for their alert and perform the entire alert tour as the second member of a fully qualified CMR crew.

14.2.2. (Added) Personnel with unauthorized launch (UL) access will not perform alert duty with only one other crew member. When commanders with UL access perform alert, they will be in addition to the normally assigned crew. When rest periods begin, UL personnel will not remain in the LCC.

14.3. (Added) Predeparture. Units will conduct a predeparture briefing for all MCCs before departure for each alert tour. As a minimum, the briefing will include safety and PRP considerations, abnormal configuration of code components, weather and road conditions, scheduled and unscheduled maintenance activities, code change information (as required), and unusual security requirements or situations.

14.4. (Added) Alternate Command Post and Squadron Command Post. Only crews trained specifically in ACP or SCP duties and procedures will perform alert tours at the ACP or SCP.

14.5. (Added) Assuming Command. Under normal conditions, the MCCC assumes command of the flight area and responsibility for operations when MCC changeover requirements are complete. If EWO

and Sealed Authenticator System (SAS) documents are not on site, the MCCC assumes command upon notifying the command post (squadron, alternate, or wing) that changeover is complete.

14.6. (Added) Command of the Flight Area. While on alert, the MCCC specified on the MADO is in command of the flight area and is ultimately responsible for all activities, operations, security, and personnel in the flight area. The MCCC has authority over all personnel in the flight area, including those falling under other chains of command administratively.

14.6.1. (Added) The MCCC must exercise direct command and control during any actual or potential situation involving the safety and security of personnel or equipment.

14.6.2. (Added) The maintenance team chief is responsible for the safe operation of a missile system in the launch facility (LF) once the LF is penetrated and safed for maintenance activities. The MCCC resumes responsibility when the safety control switch is removed per maintenance withdrawal procedures.

14.6.3. (Added) The MCCC resumes responsibility of a sortie safed for deactivation upon start of maintenance withdrawal procedures.

14.7. (Added) Relief of Command. The wing commander, OG/CC, applicable squadron commander or flight commander (if designated by the squadron commander) may relieve an alert duty MCC or MCCM.

14.7.1. (Added) An evaluator or instructor MCCC may relieve a MCC if such action is required to preclude loss of life, violation of WSSRs, or major damage to equipment. If the evaluatee is rated unqualified or commits an error that would require restricted status, the evaluator must ensure the evaluatee is supervised by a crew member CMR in that duty position until the on duty crew member is relieved.

14.7.2. (Added) When relieved, the former MCC or MCCM must step aside and relinquish command immediately and without comment.

14.7.3. (Added) The new MCCC must inform the wing and alternate command post and the squadron commander of the change of command.

14.7.4. (Added) If EWO and SAS documents are in use, they must be changed over to the new crew when conditions permit. Do not delay emergency actions to effect a changeover.

14.7.5. (Added) Higher headquarters inspectors or evaluators are not authorized to relieve a crew on duty in the LCC.

14.7.5.1. (Added) When a MCC or MCCM has received an unqualified rating due to committing critical or major errors, the inspection team chief will immediately inform the wing, operations group, and squadron commanders. The wing or group will replace the MCC or MCCM as soon as possible. The 20 AF evaluators are authorized to supervise the MCC or MCCM until they have been replaced.

14.7.6. (Added) A MCC may temporarily relinquish command to facilitate a standardization evaluation. The evaluatee MCC, if qualified, or the evaluator MCC must be in command of the flight area during evaluations and will complete changeover per current weapon system operating instructions.

14.8. (Added) MCC Work Requirements. Schedule crew work requirements to provide reasonable and adequate sleep for each crew member. The desired minimum sleep period for each MCCM is 6 hours during each 24-hour alert duty tour.

14.8.1. (Added) When two MCCMs must be awake, alert, and physically capable of immediate detection of improper action (e.g., as required by WSSRs) for a period greater than 24 hours, the SW/CC or OG/CC

will institute procedures to ensure crew members do not perform more than 12 consecutive hours of LCC duty.

14.8.2. (Added) MCCMs will not consume alcoholic beverages during the 8-hour period before reporting for alert duty. This standard also applies to MCCMs who are designated as standby MCCMs. MCCMs will not consume alcoholic beverages while performing alert or standby duties.

14.9. (Added) Improved Missile Maintenance Program (IMMP). MCCs request new entries and record discrepancies in the LCC and, where applicable, the LCEB. MCCs will coordinate with the appropriate maintenance control center to request a write-up for discrepancies that require outside agency involvement. Facility Managers (FMs) will document discrepancies for the remainder of the Missile Alert Facility (MAF).

14.9.1. (Added) New discrepancies will be printed on the IMMP report by the crew or FM. The job number assigned by the appropriate agency will be entered under the event narrative. The other entries may be omitted. Document corrected discrepancies.

14.9.2. (Added) When a new IMMP report is brought to the MAF, the MCC and FM will both cross-check it with the old report. This cross-check will ensure entries that have been repaired are cleared and new entries are added to the most recent list. Document cross-check completion.

14.10. (Added) Safety Tags. MCCs will use the following safety tags in accordance with AFOSH Std 91-45, *Hazardous Energy Control and Mishap Prevention Signs and Tags*:

AF Form 979, **Danger Tag**, AF Form 980, **Caution Tag**, AF Form 981, **Out of Order Tag**, and AF Form 982, **Do Not Start Tag**. These tags are attached to material and equipment no longer safe to use because of defects, abuse, or wear. They are not designed or intended for use as a reporting system; rather, they are warning devices.

14.10.1. (Added) MCCs/FMs are designated as tag issuing authorities for equipment within the LCC/LCEB. MCCs/FMs will attach tags to all unsafe equipment, tools, electric circuits, devices, valves, controls, elevator, ladders, and other unsafe items or conditions incident to work in progress, to prevent personal injury or damage to material or equipment. The following tags are used in the LCC/LCEB.

14.10.1.1. (Added) AF Form 979. Where an immediate hazard exists (Risk Assessment Code [RAC] 1, 2, or 3) and specific precautions are required to protect personnel or property.

14.10.1.2. (Added) AF Form 980. To warn against potential hazards (RAC 4 or 5) or to caution against unsafe practices, and to prescribe the precaution to take to protect personnel and property from mishap.

14.10.1.3. (Added) AF Form 981. To indicate that a piece of equipment, machinery, utility, or system is out of order, and to attempt to use it might present a hazard.

14.10.1.4. (Added) AF Form 982. To alert personnel to the hazards associated with the restarting of equipment. When an AF Form 979 is attached to equipment, it is not necessary to retag the equipment with an AF Form 982.

14.10.2. (Added) Immediately coordinate the placement of safety tags, and the assignment of Risk Assessment Category, with the installation ground safety, fire department, or Bioenvironmental (BE) personnel, as applicable. Review and determine with the appropriate maintenance control what actions are required to eliminate the hazard. Routine maintenance actions required by TOs or AFI 32-1064, *Electrical Safe Practices*, will not be coordinated with ground safety, fire department, or BE personnel. Discrepan-

cies requiring a safety tag, except temporary conditions incident to maintenance in progress, will be documented in the IMMP report.

14.10.3. (Added) MCCs will complete safety tags as follows:

14.10.3.1. (Added) Front side:

14.10.3.1.1. (Added) HAZARD: Describe the hazard or reason for the tag.

14.10.3.1.2. (Added) CONTROL MEASURE: Any special precautions needed until the hazard is corrected.

14.10.3.2. (Added) Reverse side of AF Forms 979, 980, and 982:

14.10.3.2.1. (Added) INSTALLATION/FACILITY: Name of installation, facility, or annex where the form is to be used.

14.10.3.2.2. (Added) SAFE CLEARANCE NO.: N/A.

14.10.3.2.3. (Added) LINE/EQUIPMENT INVOLVED: This space will contain a brief description of the equipment or machine involved.

14.10.3.2.4. (Added) ABNORMAL and SPECIAL CONDITIONS: These spaces are used during electrical work procedures. Reference AFI 32-1064.

14.10.3.2.5. (Added) RISK ASSESSMENT CATEGORY: Not used when tag is issued temporarily during routine maintenance. Otherwise, request RAC from safety, bioenvironmental services, or fire department, as appropriate, and annotate in this block. For example: RAC 2 coordinated with safety.

14.10.3.2.6. (Added) TIME and DATE: Use Zulu time and date.

14.10.3.2.7. (Added) NAME/ORG/PHONE: Print the name of the MCC/FM placing the tag on the equipment or machine.

14.10.3.3. (Added) Reverse side of AF Form 981:

14.10.3.3.1. (Added) TIME and DATE: Use Zulu time and date.

14.10.3.3.2. (Added) SHOP OR OFC SYMBOL: Office symbol of the person posting the tag.

14.10.3.3.3. (Added) PRINTED GRADE, NAME AND PHONE NO.: Print the grade, name, and phone number of the person who placed the tag. Add the supervisor's name and phone number as a second name underneath.

14.10.3.3.4. (Added) RISK ASSESSMENT CATEGORY: Hazard Severity and Mishap Category along with coordinating agency. For example, RAC 2 coordinated with ground safety, fire prevention, and/or BE personnel.

14.10.3.3.5. (Added) VERIFICATION DATE: Date RAC verified by installation ground safety, fire prevention, and/or BE personnel.

14.10.3.3.6. (Added) FUNCTIONAL MGR NO.: Functional manager number assigned on AF Form 3, *Hazard Abatement Plan*.

14.10.4. (Added) Safety tags in the LCC/LCEB shall only be removed by MCCs/FMs when the hazard is abated. If the placement of the tag was coordinated with ground safety, fire department, or BE personnel, the MCC/FM will coordinate with these agencies prior to removal. When the safety tag is for permanent

notice, the supervisor is responsible for the tag and for furnishing the protective devices (eye, noise, etc.) required by the safety tag.

14.11. (Added) LCC Clock Procedures. Setting and adjustment of the battery/Time of Day (TOD) clock will be accomplished IAW the operations manual. For REACT-configured LCCs, MCCs must ensure the WSCE, HA, and TOD clocks are synchronized with each other. When setting any clock, all clocks must be set using one of the time sources in paragraph **14.11.1. (Added)** of this document.

14.11.1. (Added) Accomplish a time hack once every 12 hours at approximately 0600Z and 1800Z or any time an error is noted.

14.11.2. (Added) The battery for the quartz clock in Peacekeeper LCCs will be replaced every 8 months or earlier, if required.

14.11.3. (Added) Use the crew log or locally developed form to record time hacks and clock adjustments. Entries will include any discrepancy noted and corrective action taken.

14.11.4. (Added) Use these DSN numbers to reach the US Naval Observatory: 762-1401 or 762-1069. If the Naval Observatory cannot be contacted or is inoperable, obtain a time hack from another LCC with an accurate clock. The SLFCS demodulator clock cannot be used as a time source for the clock hack.

14.12. (Added) Missile Crew Logs. MCCs will use the AF Form 524, **Missile Crew Log**, to record significant events occurring during the alert. The log will be maintained in sufficient detail so that significant alert activities can be reconstructed. No alterations are authorized in the preprinted area. Units may subdivide the large lined sections and locally overprint the form. For REACT-configured LCCs, use the electronic log, unless the console is shutdown.

14.12.1. (Added) Crew Logs for Peacekeeper LCC. All entries will be in coordinated universal (Zulu) time. At the completion of the shift, the MCCC signs the line immediately following the last entry in the log. A new log will be initiated by the on-coming crew. When additional forms are needed for a shift, only the date, squadron/LCC, crew number, and MCCC/DMCCC blocks need to be completed.

14.12.1.1. (Added) MCCs should attempt to keep log entries unclassified. If a classified entry is required, crew logs will be classified according to content and handled/controlled properly.

14.12.1.2. (Added) Units will develop local procedures to return (to the parent squadron)/archive/destroy crew logs. Requirements will be unit determined.

14.12.2. (Added) Crew Logs for REACT-Configured LCCs. Crews will archive crew logs every 24 hours. Units will maintain a storage container for diskettes and must ensure a system is in place to determine what crew log information has been archived on each diskette (e.g., MCC names/crew number(s), times/days of the alert, LCC).

14.12.2.1. (Added) Crew Log Archives are kept in the LCC for 1 week. If the missile support base does not request return of the diskette, it may be reused after 7 days, unless its retention is required by paragraph **14.22.6.6. (Added)**

14.12.2.2. (Added) If a disk is recalled, use a backup diskette for that day. Unit weapons and tactics flights (OSKEs) will serve as the point of contact for diskette returns and will serve as the collection and distribution point for diskettes.

14.12.2.3. (Added) Any requirement for crew log data in hard copy will be requested and coordinated through the office that has the Archive and Print Tool capability.

14.12.2.4. (Added) Crew log entries must meet requirements set forth by applicable command directives, to include technical orders. Should the console not automatically enter required log entry details, the crew must manually input the necessary details into the console (e.g., description of event, maintenance team involved, etc.).

14.12.3. (Added) Additional Crew Log Entries. Crew log entries may be accomplished anytime at the discretion of the MCC on duty, or as required by command directives. Additional crew log entries are required as follows:

14.12.3.1. (Added) Any MCC contingency procedure, severe/hazardous weather, or threatening telephone call.

14.12.3.2. (Added) Log the verification of the shift all-calls TVI as follows: "Verified, Zulu date time group, number of exceptions and reason for exceptions, MCCC signature/name." REACT-configured LCCs must electronically log the same information; however, a signature is not required.

14.12.3.3. (Added) All security situations the MCC declares will be recorded on the crew log.

14.12.3.4. (Added) REACT-configured LCCs must log each crew changeover specifying crew name, crew number, changeover time, and results of the TDI inspection.

14.13. (Added) Nuclear Weapons Transfer. DoD regulations require that custody of weapons or warheads be formally transferred to the individuals who control access to those weapons.

14.13.1. (Added) At crew changeover, MCCs will accomplish a crew log entry to indicate the number of reentry systems/reentry vehicles (RS/RVs) the crew is accepting. Indicate any RS/RVs, by LF number, which are demated.

14.13.2. (Added) All matings/dematings in which an RS/RV is removed from/delivered to an LF will require a crew log entry and be recorded on the AF Form 524 for duplicate log procedures and returned to base. The AF Form 524 will contain all appropriate header information and original signatures, and will be routed to the parent squadron (or designated central location) for use by the munitions account supply officer.

14.13.3. (Added) When an RS/RV is mated, the MCC on duty accepts custody of the RS/RV from the mating supervisor by annotating the date, time, launch facility (LF) number, and mating supervisor's name in a crew log entry.

14.13.4. (Added) When an RS/RV is demated and is to be removed from the LF, the MCC on duty transfers custody of the RS/RV to the demating supervisor by annotating the date, time, LF number, and demating supervisor's name in a crew log entry.

14.13.5. (Added) If an RS/RV is mechanically mated but not electrically mated (Peacekeeper: mated but startup not complete), the MCC will retain custody and make a crew log entry that the RS/RV cannot be electrically verified.

14.13.6. (Added) When the RS/RV is demated but remains at the LF, the MCC on duty will transfer custody of the RS/RV to the demating supervisor by annotating the date, time, LF number, and demating supervisor's name in a crew log entry. When mating is complete, the MCC on duty will then accept custody of the RS/RV from the mating supervisor by annotating the date, time, LF number, and mating supervisor's name in a crew log entry. A separate AF Form 524 is not required.

14.13.7. (Added) [PK Only] During LF Down/LF Status Out conditions, there is no custody transfer. A duplicate crew log is not required. MCCs must log the location of the LF Down/LF Status Out sortie and the time it could not be monitored for status. When normal status is regained, the MCC will make a crew log entry documenting the status of the RS/RV per weapon system indications (and maintenance team on the LF, if applicable).

14.13.8. (Added) Transfer of weapon(s) custody is required unless the MCC determines that time slot transfer or assumption of Automatic Flight Interrogations (AFI) will not exceed 30 minutes. The crew has the option of transferring responsibility of their flight if loss of monitoring will be less than 30 minutes. If required for reassignment of monitoring responsibilities, nuclear weapon(s) custody must be transferred to the crew assuming LF monitoring and control responsibility. If a security situation is declared for duress from another LCC and/or MAF, the responsible LCC will accept custody of RS/RVs and assume AFIs (REACT-configured LCCs) or display the flight for affected LCC (Peacekeeper). The responsible LCC will also acquire status for the affected flight(s) and is responsible for reacting to status from the time of initial indications until the security situation is investigated and terminated. Crew log entries must include time of nuclear weapon(s) custody transfer, LCCs accepting custody and releasing custody, and the LF(s) involved. The gaining crew is then responsible for all mating/demating activities/crew log entries.

14.14. (Added) MCC Contingency Checklists. MCC actions are required for a variety of emergencies for which specific guidance is not provided. Units will develop local checklists to assist the MCC when an unusual situation occurs that is not covered in technical data or other command directives. These local checklists will be tailored to ensure critical information reaches the appropriate base agencies (e.g., WCP, MSC, etc.) that can mobilize assets to resolve the situation. As a minimum, units will develop the following checklists:

14.14.1. (Added) MCC Contingency Checklist. This will be used as a guide to report and control situations such as nuclear accidents, incidents, or deficiencies; non-nuclear disasters, mishaps, or hazardous situations; missile potential hazards; personnel injury or illness; Air Force Two-Person Concept violations; or any other situation the MCC deems appropriate.

14.14.2. (Added) Severe or Hazardous Weather Checklist. This will be used as a guide to receive and relay severe or hazardous weather reports (e.g., tornadoes, torrential thunderstorms, etc.). It must include procedures for tornadoes sighted in the vicinity of the MAF.

14.15. (Added) COMSEC/LCC Communication Systems CRYPTO Materials. Inventory COMSEC/LCC Communication Systems CRYPTO Materials in the LCC IAW instructions provided by the local COMSEC custodian and appropriate command directives. The oncoming MCC must inventory at the appropriate technical data step.

14.15.1. (Added) New COMSEC documents transported to the LCC by the oncoming crew must be added to the AFCOMSEC Form 16, **COMSEC Account Daily Shift Inventory**, following crew changeover. Units must ensure a standardized procedure is in place to document on the AFCOMSEC 16 when new COMSEC documents have been transported to the LCC, removed from the LCC, or destroyed. The procedures must clearly identify all actions affecting each COMSEC document.

14.15.2. (Added) Generate a new AFCOMSEC Form 16 prior to the last day of the month. The new AFCOMSEC Form 16 is effective at 0000Z on the first day of the new month and is used for the next crew changeover. Return old forms to the appropriate base agency on the first normal duty day of each month.

14.15.3. (Added) Maintain reserve sets of COMSEC material separately from the active documents. Place reserve material into use when directed.

14.15.4. (Added) Follow the direction of the unit COMSEC custodian for the disposition of superseded documents. Annotate the AFCOMSEC Form 16 as described above.

14.16. (Added) System Printouts. Enter the generation and/or removal of SECRET and TOP SECRET system printouts in the crew log. Use applicable directives to determine classification. Examples include RDC summary printouts or EAMs. The crew log will identify the individual removing the materials and the destination of the materials. This procedure applies to materials that are not entered on the AFCOMSEC Form 16.

14.17. (Added) Temporary Storage of Classified Material. Secure storage for classified materials carried by maintenance personnel remaining overnight at the MAF will be provided by the on-duty MCC. The MCCM must originate two copies of the AF Form 12, **Accountable Container Receipt**, to transfer responsibility of classified maintenance material and manuals. The original copy will be signed by the MCCM and given to the team member as a receipt. Attach the second copy to the material. If the material remains in storage at crew changeover, brief the oncoming crew.

14.18. (Added) Classified Waste and Destruction. Burning classified material in the LCC is only allowed when other destruction means are not available (e.g., inoperative shredder). Burning is limited to LCC communication systems cryptographic tapes and Missile Electronic Encryption Device (MEED) key tapes, as well as other small amounts of classified that require timely destruction. Burn classified in the area outside of the acoustical enclosure. The burn container will be made of non-combustible material and must be provided with a means to prevent burning embers from escaping and approved by the base fire chief before use. Place the container in a hardened configuration. Develop local procedures to ensure burning of classified material is accomplished in a safe manner in the LCC.

14.19. (Added) LCC SAS Container. Make an entry in the MCC log when the LCC sealed authenticator container is opened. Both crew members sign the log (during crew changeover) or initial the log entry (other than crew changeover) when the container is locked and verified secure. REACT-configured LCCs need only make an entry in the electronic log.

14.20. (Added) LCC Tool Kit. The tool kit for the LCC will be stored in a hardened location within the LCC and standardized within the unit.

14.21. (Added) Control of Missile Procedures Trainer (MPT)/Minuteman Enhanced Procedures and Classroom Trainer (MEP) TK-70 Tapes. Units who possess REACT MPT/MEP TK-70 tapes will adhere to the following guidance:

14.21.1. (Added) Units must comply with DoD, AF and AFSPC instructions for control, safeguarding, documentation and destruction of classified materials.

14.21.2. (Added) Units will maintain up to six TK-70s. The following is an example of what may be contained on the six tapes:

14.21.2.1. (Added) Tape 1, current MPT/MEP software revision (received from MPT/MEP contract logistical support [CLS] contractor).

14.21.2.2. (Added) Tape 2, previous MPT/MEP software revision (received from MPT/MEP CLS contractor).

14.21.2.3. (Added) Tape 3, back-up of current training lesson plans and data sets.

14.21.2.4. (Added) Tape 4, back-up of current evaluation lesson plans and data sets.

14.21.2.5. (Added) Tape 5 and 6, used to transfer data between MPT and MEP.

14.21.3. (Added) Units may use the tapes as they wish, but should maintain, as a minimum, the current and previous MPT/MEP software revision.

14.21.4. (Added) Once a TK-70 tape is engraved with a serial number, these numbers should be placed on the applicable AF Form 143, **Top Secret Register Page**, and AF Form 144, **Top Secret Access Record and Cover Sheet**. These serial numbers are in addition to the OCNs/RPNs required by DoD/AF instructions.

14.21.5. (Added) If units possess any excess tapes, they can degauss (declassify) them at the unit OSKC. Once a tape is degaussed, it is no longer classified. No special controls are needed once the tape is degaussed. Units must document the destruction of the classified material IAW current DoD, AF and AFSPC instructions. Units may mail the unclassified tapes to Boeing Aerospace via US Postal Service at the following address:

Boeing Aerospace Operations
P.O. Box 6008
Vandenberg AFB, CA 93437

14.21.6. (Added) Units will not place a label over another label when re-controlling MPT/MEP TK-70 tapes. The old label must be removed prior to placing a new label on the tape. Accomplish the appropriate documentation showing destruction/re-control.

14.22. (Added) REACT-Configured MPTs/LCCs. This paragraph contains information pertinent to REACT-configured MPTs/LCCs only.

14.22.1. (Added) VCP Automatic Dialing Memory Storage Locations. Use of VCP memory locations will be determined by the unit but must be standardized locally. A list of telephone numbers/agencies stored in each memory location must be readily available in the LCC.

14.22.2. (Added) Console Access. The REACT console is the duty station of the MCC. It is classified Top Secret SIOP-ESI CAT 6 & 10, and anyone accessing it must be cleared for SIOP-ESI and Emergency Action Procedures (EAP) since it is used to control nuclear weapons. At no time will the on-duty crew relinquish control of the console. When maintenance teams require entries be made on the console keyboard, they will request the on-duty MCC make them. Access to the MPT console will also be limited only to authorized personnel. This does not preclude maintenance teams from viewing the screens as required to accomplish their procedures. Adequate control will be maintained to ensure classified information is not improperly exposed.

14.22.3. (Added) Cycling Status Suppression. When crews are notified by MMOC that a fault is cycling status, they may suppress the fault. GMR 25/MSR 565 cycling during calibration may also be suppressed; however, this suppression must be removed immediately after the sortie exits calibration.

14.22.4. (Added) Video Taping and Photography in the MPT. Video taping, filming and still photography by authorized personnel is allowed as long as the Weapon System Control Element (WSCE) and the Higher Authority Communication/Rapid Message Processor Element (HAC/RMPE) Visual Display Units (VDUs) do not contain classified information, no classified procedures are being accomplished, no classified information is being discussed, and adequate measures are taken to ensure no classified information is exposed. Any audiovisual material made following this guidance is unclassified.

14.22.5. (Added) Diskette Procedures for REACT-Configured LCCs. Units will procure diskettes (3.5", High Density, Double-Sided, 1.44 MB) for each LCC, diskette storage containers for the LCC (e.g., a plastic container or binder with diskette holders will suffice), and a diskette transport device for MCCs to courier diskettes to and from the LCC.

14.22.5.1. (Added) Diskettes must be formatted prior to dispatching to the field using MS-DOS format.

14.22.5.2. (Added) Units are required to have the following diskettes in the LCC at all times: HAC/RMPE JML disks (1 primary set and 1 backup set), 14 crew log archive diskettes (7 primary, 7 backup diskettes), 1 On-Line Data Collection (ODC) diskette, 2 FDD test diskettes, and one current T.O. database diskette.

14.22.5.2.1. (Added) Disks Returned to the Support Base. Returned disks must be replaced in the LCC as soon as possible after removal. A replacement disk does not have to be sent out to the LCC unless the returned disk will be absent from the LCC for an extended period of time or the disk has been transferred to another account.

14.22.5.3. (Added) Each Crew Log Archive diskette will be labeled for a corresponding day (e.g., Monday, Tuesday, etc.). One diskette will serve as a backup for each day.

14.22.5.4. (Added) Classified Labeling. Units may add tracking numbers to HHQ-provided classified diskettes; however, do not obscure labeling provided with disk. Additionally, units may design and use replacement classified diskette labels.

14.22.5.5. (Added) Classify all diskettes used on the system IAW the highest level of information processed on the system. Refer to AFI 31-401, *Information Security Program Management*, for classification guidance, or contact your unit security manager. Once a diskette is installed into an on-line REACT console, it will be classified a minimum of Top Secret/SIOP-ESI CAT 6 & 10. The diskette must be labeled as required by command directives. The only exceptions to this classification requirement are the T.O. Database disk and unit code change disks that will remain unclassified as long as the disks are write protected when mounted in the FDD.

14.22.5.6. (Added) To minimize the work load and the number of labels affixed to each diskette, each unit should develop a computer generated label (or procure a rubber stamp) to include the following information: "Derived From: Multiple Sources and Formerly Restricted Data: This material contains Formerly Restricted Data defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative action and criminal sanctions." This information should fit on a standard (1" by 3 1/2") mailing address label.

14.22.6. (Added) Software Data Gathering Procedures. Whenever unexpected responses occur from the HAC/RMPE or WSCE, accomplish the following:

14.22.6.1. (Added) Print the screen (HAC/RMPE or WSCE). Annotate the print with crew number, names, unit and LCC, Zulu time of receipt, and SMR code (e.g., "Crew S-302, Capt Mark Allen, 1Lt Scott Tinley, 90SW, A01, 1804z, UUUF1").

14.22.6.2. (Added) Write down any information listed in the HAC/RMPE work area prompt or any of the WSCE interwindows.

14.22.6.3. (Added) Write down the sequence of crew actions taken immediately before/during the unexpected response.

14.22.6.4. (Added) If the HA Backup Printer was on, return the print.

14.22.6.5. (Added) Print the crew log from one hour preceding the event to the current clock time.

14.22.6.6. (Added) Accomplish a crew log archive (SINCE PREV ARCH TO FDD). Do not reuse the disk for a period of 10 days unless notified by OSKE or OGV. If requested, crews will return the disk to OSKE.

14.22.6.7. (Added) During duty hours, immediately contact OSKE for HAC/RMPE discrepancies or OGV for WSCE discrepancies. OSKE will in-turn contact 20 AF/DOME at DSN 481-5263/4 for HAC/RMPE events. OGV will in-turn contact 20 AF/DOME at 481-5344 for WSCE events. Summarize the information gathered in paragraphs **14.22.6.1. (Added)** - **14.22.6.3. (Added)** and send a SACCS message to TAF00 (620 MOF/MOC). Include as much information as possible concerning the discrepancy. OSKE/OGV will FAX all printouts (screen, crew log, or HA Backup, as applicable) no later than the next duty day to 20 AF/DOME at DSN 481-5229.

14.22.6.7.1. (Added) After duty hours, crews will immediately send a SACCS message to TAF00--contact with the unit OSKE/OGV will be accomplished the next duty day.

14.22.7. (Added) OID Covers. Units must procure and install OID covers for all LCCs, MPTs, and MEPs.

14.23. (Added) STU III Usage. If a STU III is not fully operational, it must be removed from the LCC. All REACT-configured LCCs must keep the STU III, if available, plugged into the secure voice panel to maintain the charge of the battery.

15. (Added) REACT Concept for Software Support (CSS).

15.1. (Added) Overview. The CSS for HAC/RMPE software is an agreement between HQ AFSPC/DO/DR, 392 TRS/CC, and SBICBM SPO. The CSS details the change process for the HAC/RMPE software.

15.2. (Added) Proposed Changes. Anyone may propose changes to the REACT system or report software anomalies using a Modification Proposal, AF Form 1067. The process used to make a change is dependent on the urgency of the change. There are three types of changes: Emergency, Urgent, and Routine.

15.2.1. (Added) Emergency Changes. Emergency changes are changes that must be made immediately in order for the REACT system to function. Examples of emergency changes are software anomalies that prevent proper EWO commit or anything that causes the REACT console to be non-functional.

15.2.1.1. (Added) Notify the 20 AF/DO of emergency changes within 6 hours. Initial notification may be made by phone, with the AF Form 1067 FAX or e-mail to follow. After duty hours and on weekends and holidays, contact the 20 AF/DO through the 90 SW Command Post at DSN 481-5820.

15.2.1.2. (Added) The 20 AF/DO will immediately notify HQ AFSPC/DOMO that an emergency change is in work. Within 6 hours, the 20 AF/DO will notify the SBICBM SPO, HAC/RMPE Software Support Facility (Ogden, HSSF), and HQ AFSPC/DO of the required change and then FAX or e-mail them the approved AF Form 1067.

15.2.1.3. (Added) Work-arounds may be necessary while some emergency changes are in work. 20 AF/DO will determine work-arounds when necessary and forward instructions to units.

15.2.2. (Added) Urgent and Routine Changes. Urgent changes are changes that do not fit the emergency criteria, but are serious enough to warrant change without undo delay. Routine changes are changes that will improve system performance, but are not necessary to mission accomplishment.

15.2.2.1. (Added) All urgent and routine changes are forwarded to 20 AF/DOMV for incorporation by the unit approval authority. The 20 AF/DO will approve all AF Forms 1067 and forward valid changes to HQ AFSPC/DOMO, which in turn will forward approved changes to the SBICBM SPO at Ogden.

15.3. (Added) Responsibilities.

15.3.1. (Added) 20 AF/DO will:

15.3.1.1. (Added) Ensure the HQ AFSPC/DO, SBICBM SPO, and the HSSF are notified immediately of all emergency changes to HAC/RMPE software IAW the Concept of Software Support (CSS).

15.3.1.2. (Added) Approve all work-arounds for MCC use.

15.3.1.3. (Added) Determine if MPT training is required prior to alert duty based on the nature of the changes made.

15.3.1.4. (Added) Act as the Requirements Screening Panel (RSP) if the panel cannot be convened for an emergency change.

15.3.1.5. (Added) Approve/disapprove all AF Forms 1067.

15.3.2. (Added) 20 AF/DOMV will:

15.3.2.1. (Added) Review all AF Forms 1067 and submit to 20 AF/DO for approval/disapproval. 20 AF/DOMV will convene the RSP to review all changes submitted. The board will meet at least quarterly, but may meet whenever necessary to review change proposals.

15.3.2.2. (Added) Forward approved changes to the Operations Control Board (OCB) through HQ AFSPC/DOMO.

15.3.2.3. (Added) Return disapproved AF Forms 1067 to the originator with the rationale for disapproval. Send information copies to the SBICBM SPO and the OCB.

15.3.2.4. (Added) Comply with all directions provided in the CSS.

15.3.2.5. (Added) Provide work-arounds and training recommendations to the DO.

15.3.3. (Added) 20 AF/DOM will:

15.3.3.1. (Added) Work with USSTRATCOM J331/J524 and HQ AFSPC/DOMO to ensure HSSF personnel are kept informed of new requirements as they develop.

15.3.3.2. (Added) Provide input and assistance as required for work-around procedures for emergency changes.

15.3.3.3. (Added) Prepare and submit AF Forms 1067 for all changes to the SIOP, EAP, and targeting procedures.

15.3.4. (Added) Units will:

15.3.4.1. (Added) Ensure all weapon system users, trainers, and evaluators are trained in the 1067 process.

15.3.4.2. (Added) Establish a point of contact for all REACT change matters. Forward appointment memorandum to 20 AF/DOMV.

15.3.4.3. (Added) Establish a unit level approval authority that will forward unit-approved AF Forms 1067 along with supporting documentation to 20AF/DOMV.

15.3.4.4. (Added) Notify the 20 AF/DO, both verbally and in writing, of all emergency changes within 6 hours of discovery. Initial notification should be made over the phone. Forward the AF Form 1067 to 20 AF/DOMV as soon as possible after notifying the 20 AF/DO.

15.3.4.5. (Added) Submit AF Forms 1067 for all proposed REACT changes.

15.3.4.6. (Added) Ensure unit personnel are available to meet SBICBM SPO couriers and receipt for classified software releases.

15.3.4.7. (Added) Control, distribute, and install new HAC/RMPE software releases.

15.3.4.8. (Added) Control HAC/RMPE software disks from previous releases IAW the instructions contained in the version description document.

15.3.4.9. (Added) Track and up channel critical software failures and mean restoration time.

15.4. (Added) AF Form 1067. The AF Form 1067 is used to report all deficiencies and to submit proposed changes.

15.4.1. (Added) The following guidelines are provided for completing the form:

15.4.1.1. (Added) MODIFICATION/PROPOSAL. Date: enter current date, enter total number of pages, THRU: 20AF/DOMV, TO: HQ AFSPC/DOMO, FROM: 20AF/DOMV, 6610 Headquarters Drive, Suite 2, F. E. Warren AFB, WY 82005.

15.4.1.2. (Added) BLOCK 1. Title: Enter a short descriptive title.

15.4.1.3. (Added) BLOCK 5 - 13. Units leave blank.

15.4.1.4. (Added) BLOCK 14. Originating Unit: 20AF/DOMV, 6610 Headquarters Drive, Suite 2, F.E. Warren AFB, WY 82005, DSN 481-5346.

15.4.1.5. (Added) BLOCK 15. Purpose: State the deficiency to be corrected or the need to be satisfied by the proposal. State specific results expected from this proposal. Include all pertinent information. For problem reports include logs, printouts, and a detailed description of exactly what happened. Give conditions that existed when the problem occurred. If detailed information is not provided, the problem solution may not be found. For changes to the system based on a need, include a description of how the proposed fix will satisfy the need.

15.4.1.6. (Added) BLOCK 16. Impact: State the impact of not correcting the deficiency or satisfying the need identified in BLOCK 15.

15.4.1.7. (Added) BLOCK 17. Proposed solution: State known constraints/assumptions/proposed solutions.

15.4.1.8. (Added) BLOCKS 18-25. Units leave blank.

15.4.2. (Added) Approval Authority. Units will designate an approval authority to review all proposed changes prior to submission to 20 AF. The designated authority must ensure that all pertinent data is

entered on the AF Form 1067. In addition, it is critical that all supporting materials are attached to the form. Classify and mark the form IAW AFI 31-401 (if necessary).

EDWARD W. RAUSCH, Colonel, USAF
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